



# **BAR CODE MEDICATION ADMINISTRATION (BCMA)**

## **GUI USER MANUAL**

Version 3.0  
February 2004

(Revised August 2006)



# Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. If the Revised Pages column lists “All,” replace the existing manual with the reissued manual. If the Revised Pages column lists individual entries (e.g., 25, 32), either update the existing manual with the Change Pages Document or print the entire new manual.

Date	Revised Pages	Patch Number	Description
08/2006	i-iii, xi 2-9, 2-11, 3-3, 3-4, 3-25a-b, 3-36, 3-44, 4-5, 4-21a-b, 4-33, 7-6, 7-7, 9-3, 9-7, 9-10, 9-13, 9-16, 10-42 – 10-42b, 11-8, C1 – C6	PSB*3*13	<ul style="list-style-type: none"> <li>– TOC has been updated to include Unknown Actions Report. (p. xi)</li> <li>– Updated notes to include Patch Display Duration site parameter information. (p. 3-3, 3-36, 3-44)</li> <li>– Added Tips and Notes for Unknown Status. (p. 2-9, 2-11, 3-3, 3-4, 3-44, 4-5, 4-33)</li> <li>– Added Unknown Status pop-up messages for Unit Dose. (p. 3-25a-b)</li> <li>– Added Unknown Status pop-up messages for IVP/IVPB. (p. 4-21a-b)</li> <li>– Updated Edit Med Log to include updating of Unknown Admin Status field and Status options listed. (p. 7-6, 7-7)</li> <li>– Removed sentence on Cover Sheet column sizes returning to default, due to new feature that saves user-defined column widths. (p. 9-3)</li> <li>– Updated description of Action field on Cover Sheet; added tip regarding Unknown Status. (p. 9-7, 9-10, 9-13, 9-16)</li> <li>– Added new Unknown Actions report. (p. 10-42 – 10-42b )</li> <li>– Added Unknown Status definition to Glossary. (p. 11-1)</li> <li>– Added Appendix C: Clinical Context Object Workgroup (CCOW). (p. C1 – C6)</li> </ul> <p>(R. Singer, PM; M. Newman, Tech Writer)</p>
12/2005	xi, 1-9 – 1-10, 2-2, 2-5, 2-8, 2-12 – 2-15, 3-14, 3-18, 3-46, 4-9, 4-35, 4-37, 5-6 – 5-7, 5-12, 5-21, 5-32, 8-2, 8-3 9-1 – 9-20, 10-1 – 10-42, 11-1 – 11-8, B-1 – B-10	PSB*3*16	<ul style="list-style-type: none"> <li>– Updated TOC to include new chapter on the Cover Sheet, and renumbering of chapters that follow. (p. ix)</li> <li>– Added bulleted paragraph on Cover Sheet tab (p. 2-5).</li> <li>– Updated table -- Shortcut Keys Available in BCMA to include new function key assignments. (p. 2-8)</li> <li>– Updated chapter number references in text. (p.1-9, 1-10, 3-14, 3-46, 4-35, 5-32)</li> <li>– Updated VDL screen shots to include the new Cover Sheet tab. (p. 2-2, 2-12, 2-13, 2-14, 2-15, 3-18, 4-9, 4-37, 5-6, 5-7, 5-12, 5-21, 8-2)</li> <li>-- Added Cover Sheet to Features Available in Read-Only BCMA (p. 8-3)</li> <li>– Inserted new Chapter 9, entitled Working With the Cover Sheet (p. 9-1 – 9-20)</li> <li>– Viewing and Printing BCMA Reports changed from Chapter 9 to 10. All pages were renumbered and footers were updated to reflect new chapter number. (p. 10-1 – 10-42)</li> <li>– Glossary changed from Chapter 10 to 11. Footers were updated to reflect new chapter number. Added new definition for Cover Sheet. (p. 11-1 – 11-8)</li> <li>– Updated Index (Appendix B) to include Cover Sheet and renumbering. (p. B1 – B10)</li> </ul> <p>(R. Singer, PM, M. Newman, Tech. Writer)</p>

Date	Revised Pages	Patch Number	Description
01/2005	viii-ix 1-9, 1-10, 3-14, 1-16, 2-3, 2-2, 2-12, 2-13, 2-14, 2-15, 3-18, 5-6, 5-7, 3-10, 3-12, 3-14, 3-15, 3-16, 3-51, 3-52, 4-41, 4-42, 5-37, 5-38, 7-1, 7-3, 7-7,  8-1 – 8-8, 9-1 – 9-42, 10-1 – 10-8, B1 – B10	PSB*3*4	<ul style="list-style-type: none"> <li>– Updated TOC to include new chapter on Read-Only BCMA, the Patient Record Flag Report, and renumbering of chapters that follow. (p. viii – ix)</li> <li>– Updated chapter number references in text. (p.1-9, 1-10, 3-14)</li> <li>– Added bulleted entries referring to Patient Record Flag Report and Flag button. (p. 1-16, 2-3)</li> <li>– Updated VDL screen shots to include the new Flag button on the tool bar. (p. 2-2, 2-12, 2-13, 2-14, 2-15, 3-18, 5-6, 5-7)</li> <li>– Updated the sign-on procedure to include description of the new PSB READ ONLY security key and access to Read-Only BCMA. (p. 3-10, 3-12)</li> <li>– Updated procedures for Opening a Patient Record and Patient Confirmation Dialog box screen shots to include the new Patient Flag section and Details button. (p. 3-14, 3-15, 3-16, 3-51, 3-52, 4-41, 4-42, 5-37, 5-38)</li> <li>– Inserted references to Read-Only access and a new Provider Hold message in the Edit Med Log chapter. (p. 7-1, 7-3, 7-7)</li> <li>– Inserted new chapter 8 on Read-Only BCMA functionality. (p. 8-1 – 8-8)</li> <li>– Viewing and Printing BCMA Reports changed from chapter 8 to 9. All pages were renumbered and footers were updated to reflect new chapter number. (p. 9-1 – 9-38)</li> <li>– Added section for the new Patient Record Flag Report. (p. 9-39 – 9-42)</li> <li>– Glossary changed from chapter 9 to 10. Footers were updated to reflect new chapter number. Added new definitions for Patient Record Flag, PRF, PSB READ ONLY, and Read-Only BCMA. (p. 10-1 – 10-8)</li> <li>– Updated Index (Appendix B) to include Read-Only and Patient Record Flag topics and renumbering. (p. B1 – B10)</li> </ul> <p>(R. Singer, PM, M. Newman, Tech. Writer)</p>
10/2004	vii-viii 2-5, 2-2, 2-12, 2-13, 2-14, 2-15, 3-18, 3-20, 3-21, 3-23, 4-9, 4-11, 4-12, 4-16, 4-37, 5-6, 5-7, 5-12, 5-21, 2-9, 3-3, 3-4, 3-36, 3-44, 4-4, 4-5, 4-33, 8-15, 9-5, 3-46, 4-35, 5-32, 8-10,	PSB*3*3	<ul style="list-style-type: none"> <li>– Updated Table of Contents for chapters 5-9 due to addition of new Chapter 7: Edit Medication Log, and resulting change of Viewing and Printing BCMA Reports to chapter 8, and Glossary to chapter 9. (p. vii-viii)</li> <li>– Changed “Alert Light” paragraph to include reference to Unit Dose and IVP/IVPB tabs. (p. 2-5)</li> <li>– The following pages contain new BCMA VDL screen shots to include new large status indicators for accessibility compliance. (p. 2-2, 2-12, 2-13, 2-14, 2-15, 3-18, 3-20, 3-21, 3-23, 4-9, 4-11, 4-12, 4-16, 4-37, 5-6, 5-7, 5-12, 5-21)</li> <li>– The following pages have updated verbiage to include the new Undo – Given action and corresponding Not Given status. (p. 2-9, 3-3, 3-4, 3-36, 3-44, 4-4, 4-5, 4-33, 8-15, 9-5)</li> <li>– The following pages have updated report screen shots to reflect the removal of the Reactions header and the inclusion of the ADRs and Allergies headers and/or includes “allergies” in report descriptions. (p. 3-46, 4-35, 5-32, 8-10, 8-12, 8-13, 8-14, 8-15, 8-17, 8-20, 8-21, 8-23,</li> </ul>

Date	Revised Pages	Patch Number	Description
	8-12, 8-13, 8-14, 8-15, 8-17, 8-20, 8-21, 8-23, 8-24, 8-26, 8-27, 8-29, 8-31a, 8-34, 8-30 – 8-31b, 3-51, 4-41, 5-37, 3-14, 3-15, 3-16, 5-6, 7-1 – 7-14,  8-1 – 8-38, 9-1 – 9-7, B1 – B10		<p>8-24, 8-26, 8-27, 8-29, 8-31a, 8-34)</p> <p>-- Updated procedure to View/Print Medication History Report procedure to reflect new dialog box (p. 8-30 – 8-31b)</p> <p>– The following pages have updated Patient Confirmation Dialog boxes due to new format. (p. 3-51, 4-41, 5-37)</p> <p>– Updated Note to include reference to Edit Med Log option. (p. 3-14)</p> <p>– Updated Example: Patient Confirmation Dialog Box screen shot to include an approved sample patient name, and included references to retrieving a “sensitive” patient record. (p. 3-15)</p> <p>– Included new screen shot Example: Sensitive Patient Confirmation Dialog Box, and corrected procedure text referring to Accept/Yes. (p. 3-16)</p> <p>– In 1<sup>st</sup> sentence of 2<sup>nd</sup> paragraph, deleted reference to admin time, since start/stop time is not applicable to IV tab. (p. 5-6)</p> <p>– Inserted new chapter 7 on Edit Medication Log functionality. (p. 7-1 – 7-14)</p> <p>– Viewing and Printing BCMA Reports changed from chapter 7 to 8. All pages have new footers to reflect new chapter and page numbers. (p. 8-1 – 8-38)</p> <p>– Glossary changed from chapter 8 to 9. All pages have new footers to reflect new chapter and page numbers. Updated definition of “Not Given.” (p. 9-1 – 9-7)</p> <p>– Updated Index to include Edit Med Log topics. (p. B1-B10)</p> <p>(R. Singer, PM, M. Newman, Tech. Writer)</p>
07/2004	7-18, 7-20	PSB*3*5	<p>– Updated the second paragraph to include the “Allergies” information. (p. 7-18)</p> <p>– Updated the “Example: MAH Report by Patient” to show the removal of the Reactions header and the inclusion of the ADRs header and the Allergies header. (p. 7-20)</p> <p>(R. Singer, PM, M. Newman, Tech. Writer)</p>
02/2004			<p>Original Released BCMA V. 3.0 GUI User Manual.</p> <p>(R. Singer, PM, M. Pospisil, Tech. Writer)</p>



# Getting Acquainted with the VDL

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## Understanding the Columns on the VDL



### TIP:

This section describes the columns that display for the Unit Dose and IVP/IVPB Medication Tabs. It also includes the differences among these Tabs and the IV Medication Tab, plus Exceptions.



### TIP:

An “Unknown” status can only be changed using the Edit Med Log option.

The Medication Order Display Area displays active medication orders for the Start/Stop Times, Schedule Types, and Medication Tab selected on the BCMA VDL. This “area” of the VDL is organized into columns, and described in this section.

- **Status:** Indicates the status of medications scanned for the Administration Time Window (Start/Stop Times) selected on the BCMA VDL. When a medication bar code is scanned, it is considered “Given,” and marked as such (with the letter “G”) in this column. You can change this status using the Due List menu or the Right Click drop-down menu. BCMA then “refreshes” (updates) information in this column and the Last Action column.
  - **If Blank:** Indicates that no action was taken on the medication.
  - **“Unknown” Status:** If an order created in BCMA CHUI *Manual Medication Entry* is not completed with a valid administration status, it will display as “U” (unknown) in the BCMA VDL Status column.
  - **Undo–Given Orders:** Appear only in the Audit Trail section of the Medication Log Report (not on the BCMA VDL). The status is listed as “Not Given.”
  - **IV Medication Tab:** Lists the status of the order with a word instead of a letter like the Unit Dose and IVP/IVPB Medication Tabs.
- **Ver:** An abbreviation for “Verified,” displays the initials of the nurse who verified the order using CPRS or the Inpatient Medications V. 5.0 package.
  - **Three Asterisks:** Indicates that the order has not been verified by a nurse, but by a pharmacist.
- **HSM:** An abbreviation for “Hospital-supplied Self Medication,” indicates that the medication is supplied by your medical center’s Pharmacy, but administered by the patient.
  - **SM:** An abbreviation for “Self Medication,” indicates that the patient is providing *and* administering the medication.
  - **If Blank:** Indicates that your medical center’s Pharmacy is providing the medication, and that a nurse is administering the medication.
  - **IVP/IVPB Medication Tab:** Column is not available for this Tab.
  - **IV Medication Tab:** Column is not available for this Tab.

# Getting Acquainted with the VDL

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## Understanding the Columns on the VDL (cont.)

This section describes the columns within the Medication Order Display Area of the BCMA VDL.

- **Type:** Displays the Schedule Type of a medication order. They include “C” (Continuous), “P” (PRN), “OC” (On-Call), and “O” (One-Time).
  - **Fill-on-Request Orders:** These order types are grouped, based on whether their Schedule Type is Continuous or PRN. This depends on whether the schedule contains the characters “PRN.”
  - **IV Medication Tab:** These order types are listed as Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
- **Active Medication:** Lists the orderable item on the first line, and the dispensed drug name or medication (indented) on the second line.
  - **Special Instructions in RED:** Display below the dispensed drug name or medication. Pharmacists enter Instructions using the Inpatient Medications V. 5.0 package. These codes expand to full text on the BCMA VDL.
  - **Special Instructions in a Pop-up Box:** Display when you scan the medication bar code. You must acknowledge the message in the Pop-up Box before administering the medication.
  - **IVP/IVPB Medication Tab:** Column is not available for this Tab.
  - **IV Medication Tab:** Column is not available for this Tab.
- **Dosage:** Lists the total dosage and schedule information for the medication order.
  - **IVP/IVPB Medication Tab:** This column is replaced by the Infusion Rate column.
  - **IV Medication Tab:** This column is replaced by the Infusion Rate column.
- **Route:** Also called “Med Route,” indicates in an abbreviated format, how a clinician will administer the medication to the patient. For example: IV, IM, ID, SQ, and SC.



# Getting Acquainted with the VDL

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## Understanding the Columns on the VDL (cont.)



### TIP:

The Last Action column will not display a date/time if the medication was not administered *before* to the patient.

This section describes the columns within the Medication Order Display Area of the BCMA VDL.

- **Admin Time:** Indicates the Administration Date and Time entered for the medication by the Pharmacy, using the Inpatient Medications V. 5.0 package.
  - **Orders that Display on VDL:** The administration time for an order must fall between the Start and Stop Time Parameters selected on the BCMA VDL, before the order will display on the VDL.
  - **Multiple Administration Times:** If a Continuous-type order has multiple administration times, each administration time appears as a separate line item on the BCMA VDL.
  - **IV Medication Tab:** Column is not available for this Tab since IVs do not have administration times associated to them.
- **Last Action:** Describes the last action taken on the orderable item and the date/time of this action. When BCMA “refreshes,” it updates medication order information, plus this column and the Status column.
  - **Multiple Line Items:** If multiple line items are displayed, the same last action time displays for each related item.
  - **Renewed Medications:** Medications renewed during the Start/Stop Time Parameters selected on the BCMA VDL, display the last action and time of the preceding order.
  - **IV Medication Tab:** Column is not available for this Tab.
  - **“Unknown” Status:** If an order created in BCMA CHUI *Manual Medication Entry* is not completed with a valid administration status, it will display as “Unknown” in the Last Action column.

### Exceptions

Besides the Medication Order Display Area, the IV Medication Tab also includes the IV Bag Chronology and the IV Bag Detail display areas. Each area is described below:

- **IV Bag Chronology:** Lists the action taken on each IV bag, whether the bag is available, the Unique Identifier Number, and the contents of each bag.
- **IV Bag Detail:** Provides a history of an IV bag, such as the date and time the medication was administered, the initials of the clinician who administered the medication, any actions taken on the medication, and any comments entered by a clinician.

# Getting Acquainted with the VDL

## Sorting the Contents of a Column



### TIP:

You can sort a column by clicking on a Column Header.



### TIP:

"Blank" columns display at the top of the VDL.

BCMA displays medication information in columns on the BCMA VDL. You can sort the contents of each column alphabetically, by ascending or descending order. You cannot change the order of the actual columns within the BCMA VDL.

**Note:** Information in columns is actually sorted numerically, then alphabetically in the columns.

### To sort the contents of a column

- 1 Select the Sort By command in the Due List menu. The Sort By drop-down menu displays.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **S** to display the Sort By drop-down menu.

### Example: Sort By Drop-down Menu

The screenshot shows the BCMA VDL software interface. The 'Due List' menu is open, and the 'Sort By' option is selected, displaying a drop-down menu with the following options: Status, Verifying Nurse, Hospital Self Med Type, Active Medication, Dosage, Route, Administration Time, and Last Action. The 'Last Action' option is currently selected. The main window displays a table of medication information with columns for Status, Ver, Hom, Drug IEN Code, Dosage, Route, Admin Time, and Last Action. The table contains several rows of medication data, including Nitroglycerin, Lorazepam, Haloperidol, Furosemide, Digoxin, and Acetaminophen. The bottom of the window shows a 'Cover Sheet' section with a 'Scanner Status' of 'Ready' and a 'BCMA Clinical Reminders' section with a 'Count' of 13 and 'Activity' of 'PRN Effectiveness'.

- 2 Select the name of the column that you want to sort alphabetically on the BCMA VDL. The contents of the column changes accordingly.

**Keyboard Shortcut:** Use the arrow keys to select the desired column name, and then press **ENTER** to sort the column alphabetically.

# Working with Unit Dose Medications

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## Preparing to Administer Unit Dose Medications (cont.)



### TIP:

When the patient's VDL uses the Status column to sort orders, BCMA displays medications with no status at the top of the VDL. It then displays all other medications in alphabetical order by the Status code.



### TIP:

You can only change a "Given" status to "Not Given" by using the "Undo – Given" option." This status does *not* display on the VDL; it only appears in the Audit Trail section of the Medication Log



### TIP:

An "Unknown" status can only be changed to Given, Not Given, Held, or Refused—using the Edit Med Log option.

## Marking the Order Status/Last Action Column

When you administer a Unit Dose medication to a patient, BCMA electronically documents the "action" taken on the medication by displaying a letter, for example a "G" (for "Given"), in the Status column of the BCMA VDL. This information also displays on the Medication Log Report and the MAH Report.

The Last Action column lists the "last action" taken on an orderable item and the date/time of this action, so the nurse will know when the patient last received any dose of a medication regardless of the Schedule Type selected. This information helps to prevent the same medication from being given to the patient from another order or schedule type.

- If the orderable item is the same, the Last Action column lists the last administration action.
- If the patient has two different orders, for the same orderable item, the last administration of either of these orders displays in the Last Action column for both orders. You can view the MAH Report to determine which order the medication was given from on the BCMA VDL.
- If a medication was not administered before to the patient, the Last Action column will not list a date/time.

## Understanding the Status of a Medication Order

Once you scan and mark a medication as Given, you cannot scan it again for the same administration time. If you do, you will receive an Error message. You can, however, change the status from "Given" to "Not Given" by using the "Undo–Given" option — provided you are the individual who originally marked it as "Given," or you have been assigned the PSB MANAGER security key.

You can mark a Unit Dose medication with the following status:

- Given to Not Given
- Removed to Given
- Held or Refused to Given
- Missing to Given, Held, or Refused

**Note:** A patch marked as "Given," displays on the BCMA VDL each time BCMA is opened — until it is marked as "Removed" — even if the order is discontinued or expires, or the patient is discharged or re-admitted to your medical center. The patch will fall off the display after the order's stop date if the "Patch Display Duration" site parameter value is set between 7 and 14 days.

# Working with Unit Dose Medications

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## Preparing to Administer Unit Dose Medications (cont.)

### Information Stored by BCMA

BCMA stores the following information each time you administer an active Unit Dose medication to a patient:

- Patient
- Location of the patient (i.e., bed, ward, or division)
- Clinician administering the medication
- Clinician who created the Medication Log Entry
- Entered date and time
- Audit information (i.e., clinician, text, date and time)
- Administration date and time
- Status of the administration, such as Given, Held, Refused, Missing, or Removed (in the case of a patch)
  - Orders changed using the “Undo–Given” option do not display a code (letter) in the Status column of the BCMA VDL. This status appears only in the Audit Trail section of the Medication Log Report, not on the BCMA VDL.
  - “Cancelled” administrations are not stored in the Medication Log.
  - “Unknown” Status: If an order created in BCMA *CHUI Manual Medication Entry* is not completed with a valid administration status, the Admin Status will be stored as null (blank), but will display as “U” (unknown) in the BCMA VDL Status column and “Unknown” in the Last Action column.
- Number of minutes that the dose was given too Early or too Late to the patient
- Reason that a PRN medication was administered and the medication effectiveness
- Medication, dosage, and/or number of units given
- Any comments associated with the drug administration dose
- Injection site for medications that must be injected

# Administering a Patient's Unit Dose Medications

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## Scanning and Verifying Medication Information (cont.)

### ➤ If No Order Exists for Medication Scanned

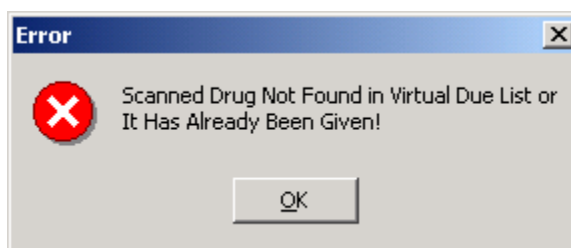
The Error message, provided below, displays if the patient does not have an order for the medication that you just scanned.

#### To review the Error message

- 1 Review the Error message, and then click **OK** to return to the patient's VDL.

**Keyboard Shortcut:** Press **TAB** to activate the OK button, and then press **ENTER** to return to the patient's VDL.

#### Example: Error Message When No Order Exists for Medication Scanned



- 2 Continue administering active Unit Dose medications to the patient.

# Administering a Patient's Unit Dose Medications

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## Scanning and Verifying Medication Information (cont.)

### ➤ If User Attempts to Take Action on an Administration with an Unknown Action Status

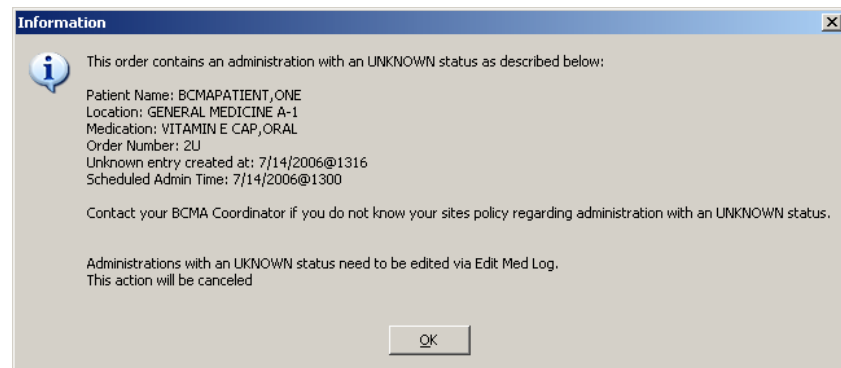
The Informational message, provided below, displays if the user attempts to administer or take action on an administration whose status is "Unknown." The user must confirm the message by clicking OK, but the action will be cancelled. Users are required to resolve the status of the administration using the Edit Med Log option.

#### To review the Error message

- 1 Review the Error message, and then click **OK** to return to the patient's VDL.

**Keyboard Shortcut:** Press **TAB** to activate the OK button, and then press **ENTER** to return to the patient's VDL.

### Example: Information Message for Unknown Action Status – Administration Cancelled



- 2 Proceed to the Edit Med Log option to resolve the status of the administration.

**Note:** For information on using the Edit Med Log option, please refer to Chapter 7, "Editing the Medication Log."

# Administering a Patient's Unit Dose Medications

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## Scanning and Verifying Medication Information (cont.)

### ➤ If User Attempts to Take Action on an Order that Contains an Administration with an Unknown Action Status

The Informational message, provided below, displays if the user starts to administer or take action on an order in which one of the administration associated with that order has an “Unknown” status. The user can choose to acknowledge the message and proceed with the administration or cancel the action.

#### To review the Error message

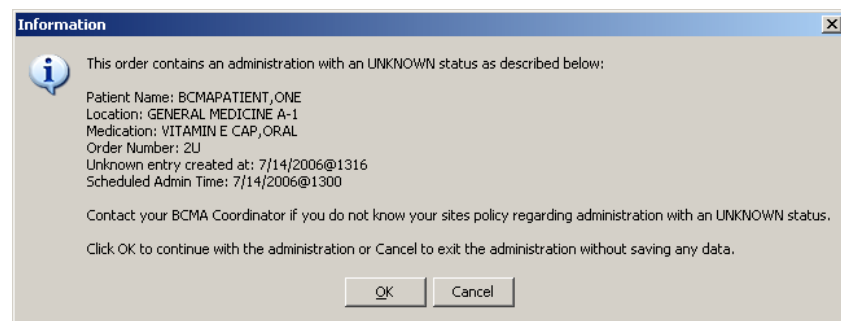
- 1 Review the Error message, and then perform one of the following actions:

- To continue with the administration, click **OK**.
- To cancel the administration without saving, click **CANCEL**. To resolve the status of the associated administration, use the Edit Med Log option.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** or **CANCEL** button, and then press **ENTER** to access the patient's VDL.

**Note:** For information on using the Edit Med Log option, please refer to Chapter 7, “Editing the Medication Log.”

#### Example: Information Message for Unknown Action Status with Option to Continue Administration



- 2 Continue administering active Unit Dose medications to the patient.

# Administering a Patient's Unit Dose Medications

## Administering a Multiple Dose Order



### TIP:

This functionality is also available on the IVP/IVPB Medication Tab.

The Multiple Dose dialog box, provided below, displays when the patient's order includes a **single** dispensed drug with multiple doses (variable doses) that need to be administered to the patient. The Multiple Dose dialog box provided on the next page displays when the patient has **multiple** dispensed drugs that need to be administered to them. You can add comments about the medication administration process to either dialog box.

### To administer a multiple dose order

- 1 Scan **each** dosage or dispensed drug for the medication that you want to administer to the patient.

➤ If you did not scan once for each unit listed in the **Multiple Dose dialog box**, the Confirmation dialog box displays. Proceed to step #2.

**Note:** The Multiple Dose dialog box closes automatically if you are scanning the last dosage for the medication.

### Example: Multiple Dose Dialog Box

Multiple Dose

Active Medication: **THIORIDAZINE TAB**

Special Instructions/Information:

Dosage: 30MG Units per Dose: 3

- ☒ THIORIDAZINE 10MG TABS
- ☐ THIORIDAZINE 10MG TABS
- ☐ THIORIDAZINE 10MG TABS

Enter a Comment (Optional): (150 Characters Maximum)

Scanner Status: **Ready**

Scan Bar Code:

Done Cancel

— OR —  
(See Next Page)



# Administering a Patient's Unit Dose Medications

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## Specifying the Injection Site for the Medication

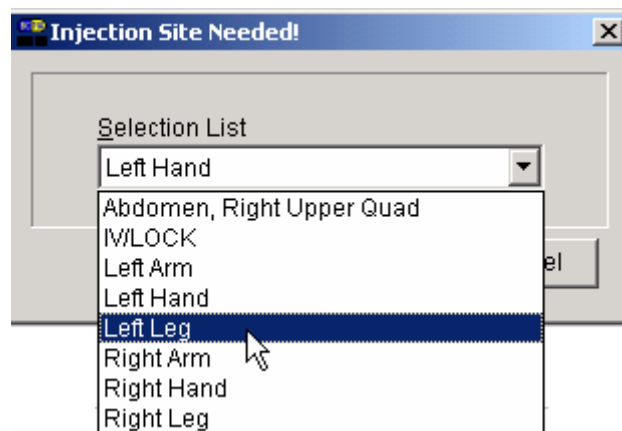
The Injection Site Selection dialog box, provided below, displays when a Unit Dose medication is injectable and has a Med Route of IV, IM, ID, SQ, or SC. (Other routes do not have this requirement.) When this occurs, BCMA requires that you enter the quantity/units and location on the patient (the site/location) where you are injecting the medication — *before* proceeding with the administration process.

### To specify an injection site for the medication

- 1 In the Injection Site Selection drop-down list box, select the location where you are injecting the medication into the patient, and then click **OK**. BCMA processes the information, and then displays the letter “G” (for “Given”) in the Status column to document that you administered the medication to the patient.

**Keyboard Shortcut:** Use the **ARROW** keys to select an injection “site” in the drop-down list box. Press **TAB** to activate the OK button, and then press **ENTER** to continue.

### Example: Injection Site Dialog Box



- 2 Continue administering active Unit Dose medications to the patient.

# Administering a Patient's Unit Dose Medications

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## Marking a Patch As Removed



### TIP:

You can quickly mark a patch as "Removed" by selecting a medication on the VDL, then selecting the Mark command from the Right Click drop-down menu.

BCMA lets you document when you "remove" a patch (i.e., Nitroglycerin, Fentanyl, or Nicotine) from a patient. Once marked, the letters "RM" (for "Removed") display in the Status column of the BCMA VDL.

A patch marked as "Given," displays on the BCMA VDL each time BCMA is opened — until it is marked as "Removed" — even if the order is discontinued or expires, or the patient is discharged or re-admitted to your medical center. The patch will fall off the display after the order's stop date if the "Patch Display Duration" site parameter value is set between 7 and 14 days.

**Note:** The action of marking an administration "Not Given" has been replaced by "Undo," which is applicable only to a patch marked as "Given" or "Removed." The wording opposite the Undo status will change, depending on the current status of the patient's medication. For example, changing a medication marked as Given to Undo will display as "Undo-Given" in the Mark drop-down menu.

### To mark a patch as Removed

- 1 Select a "patch" medication that you want to mark as "Removed" on the BCMA VDL.

**Note:** You cannot administer another patch to a patient, from the same order, until the previous one is marked as "Removed." This requirement applies to all orderable items with a dosage form of Patch.

- 2 Select the Mark command from the Due List menu. The Mark drop-down menu displays with the "actions" available for this medication (patch).

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark command in the drop-down menu.

- 3 Select the Removed command from the drop-down menu. BCMA processes the information, and then displays the letters "RM" (for "Removed") in the Status column of the BCMA VDL to document the action taken on the medication.

**Keyboard Shortcut:** Use the **ARROW** keys to select the Removed command.

- 4 Continue administering active Unit Dose medications to the patient.

# Administering a Patient's Unit Dose Medications

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## Marking Multiple Medications on the VDL



### TIP:

You can quickly mark multiple medications selected on the VDL, with the same “action,” by selecting the Mark command from the Right Click drop-down menu.

As requested, you can select and mark multiple medications, for the patient, as “Held” or “Refused” on the BCMA VDL. This feature is particularly helpful when a patient is temporarily off their ward, or if they refuse to take their medications.

### To mark multiple medications on the VDL

- 1 Perform one of the following actions:
  - Using **SHIFT+CLICK**, select a range of medication orders that you want to mark with the same status on the BCMA VDL.
  - Using **CTRL+CLICK**, individually select several medication orders that you want to mark with the same status on the BCMA VDL.

**Note:** If you do not “select” orders on the BCMA VDL, the Mark options will be grayed out and not accessible to you. The options available to you will depend on the current Status of the medication order.

- 2 Select the Mark command from the Due List menu. The Mark drop-down menu displays with the “actions” available for these medications.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark drop-down menu.

- 3 Select the command that represents the “action” that you want to take on the medications selected on the BCMA VDL. BCMA processes the information, and then displays a letter in the Status column of the BCMA VDL to document the action taken on the medications.

**Keyboard Shortcut:** Use the **ARROW** keys to select the command that represents the “action” that you want to take on the medications selected on the BCMA VDL.

- 4 Continue administering active Unit Dose medications to the patient.

# Administering a Patient's Unit Dose Medications

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## Changing the Status of a Unit Dose Medication



### TIP:

You can mark the status of a medication placed "On Hold" to "Held," although it is not necessary that you do so unless required by your medical center.



### TIP:

You can quickly change the status of a Unit Dose medication by selecting the Mark command from the Right Click drop-down menu.



### TIP:

An "Unknown" status can only be changed to Given, Not Given, Held, or Refused—using the Edit Med Log option.

Use this section when you need to "mark" (change) the status of a patient's medication.

Once you scan and mark a medication as "Given," you cannot scan it again for the same administration time. If you do, you will receive an Error message. You can, however, change the status from "Given" to "Not Given" by using the "Undo–Given" option – provided you are the individual who originally marked it as "Given," or you have been assigned the PSB MANAGER security key.

You can mark a medication with the following status:

- Given to Not Given
- Removed to Given
- Held or Refused to Given
- Missing to Given, Held, or Refused

**Note:** A patch marked as "Given," displays on the BCMA VDL each time BCMA is opened — until it is marked as "Removed" — even if the order is discontinued or expires, or the patient is discharged or re-admitted to your medical center. The patch will fall off the display after the order's stop date if the "Patch Display Duration" site parameter value is set between 7 and 14 days.

### To change the status of a Unit Dose medication

- 1 Select the medication on the BCMA VDL for which you want to change the status (take an action on).
- 2 Select the Mark command from the Due List menu. The Mark drop-down menu displays with the "actions" available for this medication.

**Note:** The Mark options available to you will depend on the current Status of the medication order.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark drop-down menu.

- 3 Select the command that represents the "action" that you want to take on the medication selected on the BCMA VDL. BCMA processes the information, and then displays a letter in the Status column of the BCMA VDL to document the action taken on the medication.

**Keyboard Shortcut:** Use the **ARROW** keys to select the command that represents the "action" that you want to take on the medication selected on the BCMA VDL.

- 4 Continue administering active Unit Dose medications to the patient.

# Working with IVP/IVPB Medications

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## Preparing to Administer IVP or IVPB Medications (cont.)

### Information Stored by BCMA

BCMA stores the following information each time you administer an active IV Push or IV Piggyback medication to a patient:

- Patient
- Location of the patient (i.e., bed, ward, and division)
- Clinician administering the medication
- Clinician who created the Medication Log Entry
- Entered date and time
- Audit information (i.e., clinician, text, date and time)
- Administration date and time
- Status of the administration, such as Given, Held, Refused, or Missing
  - Orders changed using the “Undo–Given” option do not display a code (letter) in the Status column of the BCMA VDL. This status appears only in the Audit Trail section of the Medication Log Report, not on the BCMA VDL.
  - “Cancelled” administrations are not stored in the Medication Log.
  - “Unknown” Status: If an order created in BCMA CHUI *Manual Medication Entry* is not completed with a valid administration status, the Admin Status will be stored as null (blank), but will display as “U” (unknown) in the BCMA VDL Status column and “Unknown” in the Last Action column.
- IV Additive (strength), IV Solution (volume), and/or number of units given
- Number of minutes that the dose was given too Early or too Late to the patient
- Reason that a PRN medication was administered and the medication effectiveness
- Medication, dosage, and/or number of units given
- Any comments associated with the drug administration dose
- Injection site for medications that must be injected

# Working with IVP/IVPB Medications

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## How BCMA Validates Patient and Medication Information



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**TIP:**

After a medication pass, press **F5** to refresh the VDL, then note that the Last Action column lists an administration as the most recent one.

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When used as intended, BCMA serves as an excellent check-and-balance system for patients and VAMCs. The chances for errors increase when the scanning process is circumvented — entered manually — during the medication administration process. In short, here is the validation process completed by BCMA V. 3.0.

### First Validation By BCMA

When you scan the bar code on a patient's wristband, BCMA automatically verifies/validates the patient's identity, and then provides important clinical information via a Confirmation dialog box and the patient's VDL.

### Second Validation By BCMA

The second validation by BCMA occurs when you scan the bar code on the patient's medication. During this validation process, BCMA verifies whether the medication IEN Code is located in the DRUG file (#50) or has a valid Unique Identifier Number, if the patient has an active order entered into Inpatient Medications V. 5.0 for the medication scanned, and if the dosage is correct and timely for the medication ordered. The lookup is restricted to the Unique Identifier Number only in Inpatient Medications V. 5.0.

A variety of dialog boxes will display for each patient, depending on the medications scheduled for administration. (See the examples provided below.) If the administration is successful, the patient's VDL displays the letter "G" (for "Given") in the Status column to document that the patient received the medication as required.

- If a patient has more than one active order for the same medication, with different schedule types, both orders display on the BCMA VDL.
- If you give the medication outside the medication administration window — Early or Late — (as defined by a site parameter), the Medication Log dialog box displays, requiring that you complete the Comments field. The order is then logged as Early or Late in the Medication Variance Log.
- If a medication is scanned and marked as "Given," you cannot scan it again for the same administration time.
- If you scan a medication twice for the same administration time, you will receive an Error message.

# Administering a Patient's IVP/IVPB Medications

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## Scanning and Verifying Medication Information (cont.)

### ➤ If “OTHER PRINT INFO:” Prompt Edited

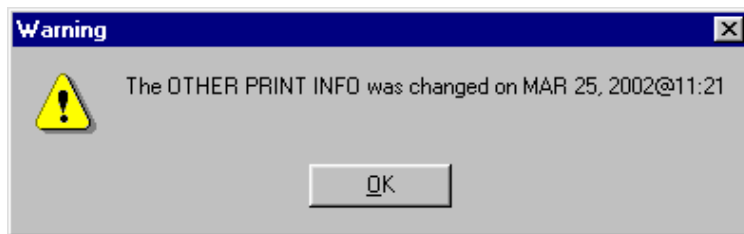
The Warning message, provided below, displays when the “OTHER PRINT INFO:” prompt in Inpatient Medications V. 5.0 is edited for a medication order displayed on the BCMA VDL.

#### To acknowledge changes when “OTHER PRINT INFO:” prompt edited

- 1 Review the Warning message, and then click **OK** to return to the patient's VDL.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

#### Example: Warning Message When Other PRINT INFO Field Edited



- 2 Continue administering active IV Push or IV Piggyback medications to the patient.

# Administering a Patient's IVP/IVPB Medications

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## Scanning and Verifying Medication Information (cont.)

### ➤ If User Attempts to Take Action on an Administration with an Unknown Action Status

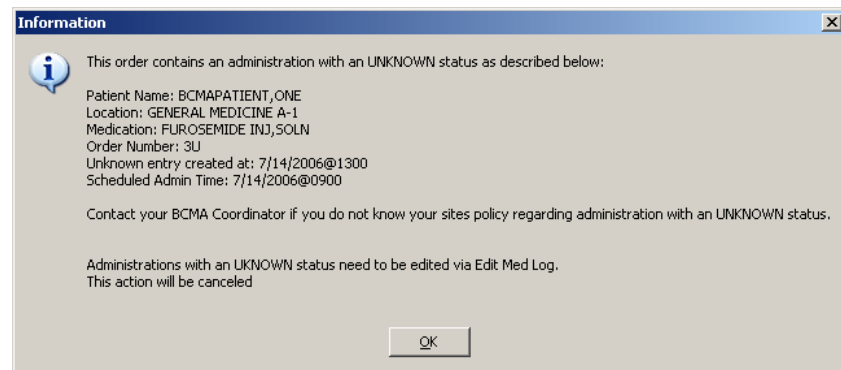
The Informational message, provided below, displays if the user attempts to administer or take action on an administration whose status is “Unknown.” The user must confirm the message by clicking OK, but the action will be cancelled. Users are required to resolve the status of the administration using the Edit Med Log option.

#### To review the Error message

- 1 Review the Error message, and then click **OK** to return to the patient's VDL.

**Keyboard Shortcut:** Press **TAB** to activate the OK button, and then press **ENTER** to return to the patient's VDL.

### Example: Information Message for Unknown Action Status -- Administration Cancelled



- 2 Proceed to the Edit Med Log option to resolve the status of the administration.

**Note:** For information on using the Edit Med Log option, please refer to Chapter 7, “Editing the Medication Log.”



# Administering a Patient's IVP/IVPB Medications

## Scanning and Verifying Medication Information (cont.)

### ➤ If User Attempts to Take Action on an Order that Contains an Administration with an Unknown Action Status

The Informational message, provided below, displays if the user starts to administer or take action on an order in which one of the administration associated with that order has an “Unknown” status. The user can choose to acknowledge the message and proceed with the administration or cancel the action.

#### To review the Error message

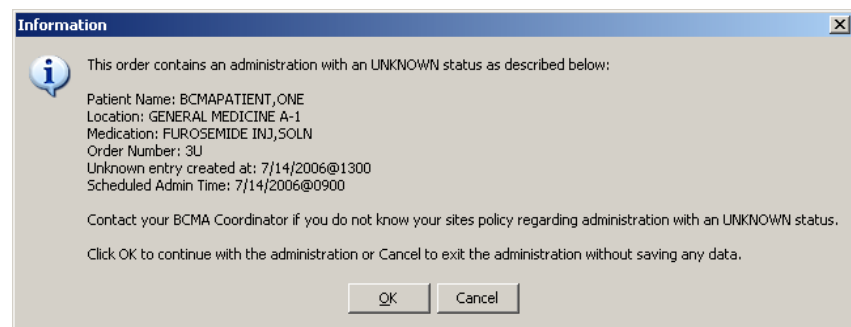
- 1 Review the Error message, and then perform one of the following actions:

- To continue with the administration, click **OK**.
- To cancel the administration without saving, click **CANCEL**. To resolve the status of the associated administration, use the Edit Med Log option.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** or **CANCEL** button, and then press **ENTER** to access the patient's VDL.

**Note:** For information on using the Edit Med Log option, please refer to Chapter 7, “Editing the Medication Log.”

#### Example: Information Message for Unknown Action Status with Option to Continue Administration



- 2 Continue administering active IV Push or IV Piggyback medications to the patient.

# Administering a Patient's IVP/IVPB Medications

## Administering an Order with Multiple Admin Times

The Multiple Orders for Scanned Drug dialog box, provided below, displays *only* if the patient's order has multiple administration times for the medication that you scanned — using the Start and Stop time setting on the BCMA VDL.

### To administer an order with multiple administration times

- 1 Select the order containing the administration time that you need, and then click **OK**. BCMA processes the information, and then displays the letter “G” (for “Given”) in the Status column to document that you administered the medication to the patient.

**Keyboard Shortcut:** Use the **ARROW** keys to select an order. Press **TAB** to activate the **OK** button, and then press **ENTER** to accept the selection and display the patient's VDL.

### Example: Multiple Orders for Scanned Drug Dialog Box

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route	Admin Time	Last Action
GIVEN	***	C	AMPICILLIN 1 GM DEXTROSE 5% 50 ML ADMINISTER VIA SYRINGE PUMP	OVER ONE HOUR, Q4H	IVPB	03/24@0900	3/20/02@... GIVEN
GIVEN	***	C	AMPICILLIN 1 GM DEXTROSE 5% 50 ML ADMINISTER VIA SYRINGE PUMP	OVER ONE HOUR, Q4H	IVPB	03/24@0500	3/20/02@... GIVEN
	***	C	AMPICILLIN 1 GM DEXTROSE 5% 50 ML ADMINISTER VIA SYRINGE PUMP	OVER ONE HOUR, Q4H	IVPB	03/24@1700	3/20/02@... GIVEN

- 2 Continue administering active IV Push or IV Piggyback medications to the patient.

# Administering a Patient's IVP/IVPB Medications

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## Changing the Status of an IVP or IVPB Medication



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**TIP:**

You can change the status of a medication on "Hold" to "Held," although it is not necessary that you do so unless required by your medical center.

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**TIP:**

You can quickly change the status of an IVP/IVPB medication by selecting the Mark command from the Right Click drop-down menu.

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**TIP:**

An "Unknown" status can only be changed to Given, Not Given, Held, or Refused—using the Edit Med Log option.

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Use this section when you need to "mark" (change) the status of a patient's medication.

Once you scan and mark a medication as "Given," you cannot scan it again for the same administration time. If you do, you will receive an Error message. You can, however, change the status from "Given" to "Not Given" by using the "Undo–Given" option – provided you are the individual who originally marked it as "Given," or you have been assigned the PSB MANAGER security key.

You can mark a medication with the following status:

- Given to Not Given
- Held or Refused to Given
- Missing to Given, Held, or Refused

### To change the status of an IVP or IVPB medication

- 1 Select the medication on the BCMA VDL for which you want to change the status (take an action on).
- 2 Select the Mark command from the Due List menu. The Mark drop-down menu displays with the "actions" available for this medication.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark drop-down menu.

**Note:** The Mark options available to you will depend on the current Status of the medication order.

- 3 Select the command that represents the "action" that you want to take on the medication selected on the BCMA VDL. BCMA processes the information, and then displays a letter in the Status column of the BCMA VDL to document the action taken on the medication.

**Keyboard Shortcut:** Use the **ARROW** keys to select the command that represents the "action" that you want to take on the medication selected on the BCMA VDL.

- 4 Continue administering active IV Push or IV Piggyback medications to the patient.

# Administering a Patient's IVP/IVPB Medications

## Adding Comments to a Patient's Medication Record



### TIP:

You can quickly add comments to a patient's medication by selecting the medication on the VDL, and then selecting the Add Comment command from the Right Click drop-down menu.

You can add a comment (free text), up to 150 characters in length, to a patient's medication marked as "G" (Given), "H" (Held), or "R" (Refused) in the Status column of the BCMA VDL. Your comments will also display in the Medication Log Report.

### To add comments to a patient's medication record

- 1 Select the medication on the BCMA VDL that you want to add Comments.
- 2 Select the Add Comment command from the Due List menu. The Medication Log dialog box displays.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **A** to display the Medication Log dialog box.

- 3 In the Add Comment area, enter the comments that you want to associate with the medication selected on the patient's VDL.

### Example: Medication Log Dialog Box

- 4 Click **OK** once you've read your entry and are satisfied with it. An Information message displays, indicating that BCMA has successfully filed your comments.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.